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6 Streak Street  
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**NORTHERN CAPE**

Bobby's Walk Building  
6A Long Street  
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Tel: (053) 832 0051/ 2  
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**NORTH WEST**

Sparkling Office Park  
78 Retief Cnr Peter  
Mokaba Street  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

**WESTERN CAPE**

Sunbel Building  
2 Old Paarl Road  
Office 205, 2nd Floor  
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Tel: (021) 946 4022  
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Education, Training and Development Practices Sector Education and Training Authority

## RE-ADVERTISEMENT OF BID NO: SCMU:03 (1)- 2023/24

### REQUEST FOR BIDS

#### TERMS OF REFERENCE FOR THE PROCUREMENT OF OFFICE SPACE (LEASES) FOR ETDP SETA FOUR (4)

#### PROVINCIAL OFFICES: EASTERN CAPE, FREE STATE, NORTH-WEST AND WESTERN CAPE.

### 1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Strategy III. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a virtual briefing session for **BID NO: SCMU 03 (1)- 2023/24 –Appointment of a service provider to provide office space for the four (4) ETDP SETA Provincial Offices** on **15 November 2023** at **11h00**. Interested members must please communicate their interest to join in the session, on or before **14 November 2023**. To attend and get access to the session, please email [TienieJ@etdpseta.org.za](mailto:TienieJ@etdpseta.org.za) with your Name, Surname, Company Name, Email address, and Cell phone Number. Access details will only be shared with those that confirmed. *Please do not forward the link further.* We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE BRIEFING SESSION WILL CLOSE AT 11H15

### 2. PURPOSE AND OBJECTIVES

The purpose of this proposal is to invite bidders to submit proposals for leased office spaces for the four (4) ETDP SETA Provincial Offices for a period of five (5) years. The provincial offices are the following: EASTERN CAPE, FREE STATE, NORTH-WEST AND WESTERN CAPE.

### 3. PROJECT SCOPE AND REQUIREMENTS

3.1 The following indicates each provincial offices space requirements:

- **NB! Proposed offices must be relatively close to the current provincial offices in the respective provinces below.**

PROVINCIAL OFFICES	DESIRED/PREFERRED LOCATIONS	TOTAL LETTABLE AREA M <sup>2</sup>	TOTAL PARKING BAYS
Eastern Cape	<ul style="list-style-type: none"> <li>• <b>Current office location:</b> Waverly office Park 3-33 Philip Frame Road Chiselhurst East London</li> <li>• <b>Desired location:</b> In East London City/Town, Within 1-3 KM radius from public transport (Taxi ranks and Bus stops).</li> </ul>	-Minimum of 171m <sup>2</sup> to maximum of 200m <sup>2</sup>	-8 basement and/or covered parking bays for ETDP SETA staff. -3 overflow covered parking for visitors.
Free State	<ul style="list-style-type: none"> <li>• <b>Current office location:</b> 163 Nelson Mandela Dr Sanlam building Bloemfontein</li> <li>• <b>Desired location:</b> In Bloemfontein City/Town, within 1-3 KM radius from public transport (Taxi ranks and Bus stops).</li> </ul>	-Minimum of 145m <sup>2</sup> to maximum of 200m <sup>2</sup>	-6 basement or covered parking bays for ETDP SETA staff. -3 overflow covered parking for visitors.
North-West	<ul style="list-style-type: none"> <li>• <b>Current office location:</b> 78 Retief Cnr Peter Mokaba Street Sparkling Office Park Potchefstroom</li> <li>• <b>Desired location:</b> In Potchefstroom City/Town, within 1-3 KM radius from public transport (Taxi ranks and Bus stops).</li> </ul>	-Minimum of 145m <sup>2</sup> to maximum of 200m <sup>2</sup>	-6 basement or covered parking bays for ETDP SETA staff. -3 overflow covered parking for visitors.

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Western Cape	<ul style="list-style-type: none"> <li>• <b>Current office location:</b> 2 Old Paarl Road Sunbel Building Office 205 2<sup>nd</sup> Floor Belville</li> <li>• <b>Desired location:</b> In Belville City/Town Within 1-3 KM radius from public transport (Taxi ranks and Bus stops).</li> </ul>	-Minimum of 145m <sup>2</sup> to maximum of 200m <sup>2</sup>	-6 basement or covered parking bays for ETDP SETA staff. -3 overflow covered parking for visitors.
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Detailed offices requirements for each provincial office are attached in **Annexure A (Inherent Requirements Checklist)**.

***NB! Parking must be within the property.***

### 3.2 Location, amenities, and property information.

The property must:

- Be in a secure area and easily accessible to public transport, and it must be between 1-3 kilometres from the nearest public transport (Taxi ranks and Bus stops).
- Have unimpeded entrance to public areas and must be easily located by stakeholders using GPS technologies.
- Be located within 5 Kilometres from retail shops and other public amenities.
- Indicate correct zoning for commercial/office area and register property stand number and street address.
- Be registered under the landlord. Should the property be managed by a Leasing Agent, the representatives' details must be correctly provided.

### 3.3 Building classification:

#### 3.3.1 Grade A or B building type

- **Grade A:** As per South African Property Owners Association (SAPOA), a Grade A is a high-quality property providing good access and are professionally managed with continued above average maintenance. High quality modern finishes, air conditioning, adequate on-site parking. Clearly articulated entrance, lobby with clear circulation. High ceiling heights, flexible floorplates likely.
- **Grade B:** As per South African Property Owners Association (SAPOA), a Grade B is Generally older buildings, but accommodation and finishes are close to modern standards because of refurbishments and renovation from time to time. Airconditioning and on-site parking or bays

dedicated to the building is essential. Minimum ceiling height, less flexible floorplates. Modest landscaping with minimal exterior space.

#### 4. SCOPE OF WORK

##### 4.1 Building technical services requirements:

###### 4.1.1 Heating, ventilation, and air conditioning

- The building must be fully air conditioned.
- The building ventilation must comply with Occupational Health & Safety (OHS) Act 85 of 1993.
- The air conditioners must be well maintained and a preventative maintenance record and schedule to be provided when requested by ETDP SETA.
- All offices must have individual air conditioners. If the air conditioner is centralized, a provision must be made for individuals to control and or /adjust the temperature in their own demarcated areas.
- All air conditioners must be energy efficient, low vibrant, low noise, remote controlled and Modern.

###### 4.1.2 Escalators and lifts

- If the building has more than one floor it must at least have one (1) lift to carry passengers to their leased floor(s).
- The lift must carry a maximum of 8 persons at a time.
- It must be able to carry a maximum of 1000 kg load.
- Must comply with SANS 10400.
- Compliance certificate and maintenance record to be provided when requested by ETDP SETA.

###### 4.1.3 Power supply and Electrical

- The lettable space to ETDP SETA must have its own distribution boards.
- The power supply to ETDP SETA must be metered separately.
- Power factor correction and Auto Vault regulation to be installed, the installations should comply with all relevant laws.
- Each person should be allocated two (2) white plugs and one red plug.
- The building should be fitted with suitable lights and all offices and sections to have their independent control switches.
- Energy saving automatic lights switch (**occupancy sensor**) is compulsory and proof of such facilities must be provided during building handover.
- A Certificate of compliance (COC) for electrical compliance to be provided as part of the submission/proposal.

- A building should have a back-up power supply in case of power outages. Back-up power supply to have emergency meter reader.

#### **4.1.4 Ablution**

- Male and female ablutions.
- It must accommodate persons living with disabilities.

#### **4.1.5 Fire equipment**

- The building fire safety and control systems should be compliant in accordance with the OHS Act 85 of 1993
- The building should be equipped with fire panel system and other fire equipment such as fire extinguishers, hose reels, smoke detectors and sprinklers, etc.

#### **4.1.6 Water supply**

- ETDP SETA will require a separate meter for supply of water to its leased space/premises.
- Building must have a back-up water supply.
- Building must have a geyser.

#### **4.1.7 OHS requirements**

- The building should be friendly to persons living with disabilities and must cater for their needs.
- It must have facilities which include but not limited to access such as ramp(s), lift(s) and designated and well-equipped ablution for persons living with disabilities.
- The building should comply with the OHS Act 85 of 1993 in terms of emergency/escape routes.
- All relevant OHS signages to be fully installed.

#### **4.1.8 IT infrastructure**

The proposed building must have the following IT Infrastructure in place:

- The must have fibre network infrastructure.
- Server room with raised access flooring, environmental temperature control, and fire extinguisher.
- It must have LAN cabling for all offices and open plan workstations with two network points each.
- The landlord must provide switching room with patch and brush panels installed to accommodate 48 ports (ETDP SETA will provide network switch).
- Two network points for boardroom table.
- Network and power points for wall mount boardroom screen.
- Dedicated network point for printing.

#### **4.1.9 Security management and systems**

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- Building should have fully functioning security systems internally and externally such as perimeter fencing, access control system (Biometric) to the property and lettable area, CCTV cameras, armed response).
- Installations and maintenance at the service provider's cost.
- If a building is a stand-alone property, provision must be made for an intercom system.

#### **4.1.10 Beneficial occupancy**

- The building must be readily available from the last signing of the SLA till the official handover date to enable ETDP SETA to fit and install necessary equipment' according to their requirements.
- The lease commencement date will be on the 01<sup>st</sup> of March 2024.
- This provision (**beneficial occupancy**) should be rent free as it enables ETDP SETA to prepare the building to their desired state before lease commencement date.

#### **4.1.11 Building maintenance, rates and security charges**

To keep the building operational the service provider must include all future maintenance charges for the leased period and annual adjustments. Operational rate charges should include, but not be limited to the following preventative maintenances:

- Heating, ventilation, and air conditioning (HVAC) (quarterly)
- Plumbing (annual)
- Electrical supply (distribution boards annual maintenance)
- Fire system and equipment' (annually)
- Washing external windows and facades (quarterly)
- Repair and maintenance of electricals, plumbing, and HVAC (as and when needed)
- Security operating costs.

#### **4.1.12 Tenant installation allowance (TIA)**

- Bidders are expected to provide a tenant installation allowance according to the commercial property standard practice or office rental practice.
- The most preferable **TIA** would be a one (1) month rental for each year leased period, For example, 5 monthly rentals for a 5-year lease period.

#### **4.1.13 Interior designer and space planning**

- A floor plan depicting workable space/office layout and common area is required.
- A soft copy of Computer-Aided Design (CAD) format must be submitted with the proposal. Floor plans are to clearly indicate escape routes.
- Building to allow for the branding of the office as per ETDP SETA's guidelines.
- Visible signage of the ETDP SETA brand to be provided for at the main entrance to the property.

#### **4.1.14 Property Insurance**

- The property must be fully insured by the service provider.

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- A valid proof of coverage for the proposed building to be submitted with the proposal.

#### 5. COSTING MODEL (PRICE SCHEDULE) AND PROJECT REQUIREMENTS

- *Bidders to include annual escalation percentage for lettable area, parking bays and operational costs.*
- *Bidders to submit separate bids per office of interest.*

**COST COMPARISON FOR THE EVALUATION OF THE PROCUREMENT OF OFFICE SPACE (LEASES) FOR FOUR (04) ETDP SETA PROVINCIAL OFFICES.**

***THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL, AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.***

<b>Name of Organisation:</b>						
<b>Provincial Office:</b>						
<b>ITEM DESCRIPTION</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>	<b>TOTAL</b>
Monthly Rental Rate per m <sup>2</sup>						
Monthly Rate per parking bay						
Monthly Operational costs						
Annual escalation percentage						

<b>ITEM DESCRIPTION</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>	<b>TOTAL</b>
Monthly gross rental						
Monthly gross parking bays						
Monthly gross Operational costs						
<b>SUB-TOTAL</b>						
<b>VAT @ 15% (If applicable)</b>						
<b>TOTAL COSTS VAT INCL</b>						

**NAME OF BIDDER**

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POSITION/ ROLE
SIGNATURE

***All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.***

## 6. DURATION OF THE PROJECT

The duration of the lease agreements for each ETDP SETA provincial office is five (5) years.

## 7. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

***Folder A (USB) must have documents for Stage 1 and Stage 2***

### 7.1. STAGE 1 [Folder A (USB)]

***Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.***

#### 7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Municipal confirmation of the building physical address (**utility bills**).
2. Floor plans, depicting workable space/office layout and common area is required. The floor plan must be in Computer-Aided Design (CAD) in 3D depicting ETDP SETA office requirements per each provincial office as per the **Annexure A: Inherent Requirements Checklist**.
3. Local government occupancy certificate.
4. Local government zoning certificate.
5. Bidders are required to complete in full, all line items and submit the **Annexure A: Inherent Requirements Checklist**.
6. Valid Electrical Certificate of Compliance (**COC**).
7. Valid Occupational Health and Safety (**OHS**) compliance certificates for the following:

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- Fire equipment
  - Lift (If building has more than one floor).
8. Beneficial Occupancy confirmation signed letter. As outlined on the scope of work.
  9. Tenant Installation Allowance (**TIA**) confirmation letter. *As outlined on the scope of work.*
  10. Property insurance coverage proof.
  11. **In the event that a bid is submitted by an Estate Agent or third party or submitted together with an Estate Agent or third party (in co-operation, partnership or joint venture etc.) or is made with the assistance of an Estate Agent or third party then that bid must include proof of that Estate Agent or third party's:**
    - Registration with the Property Practitioners Regulatory Authority (PPRA)

**NB: Service provider must fully complete, sign and submit all the above-mentioned document(s). Failure to submit the above-mentioned documents, will lead to a disqualification.**

## 7.2. STAGE 2 – SITE INSPECTION (BIDDERS ARE NOT TO COMPLETE THIS SECTION)

- (a) The minimum qualifying score for site inspection will be 70 points and bids that fail to achieve the minimum qualifying score will be eliminated.

NO	ITEMS	Score	BEC evaluation score	REMARKS
1.	<b>Parking requirements:</b> <ul style="list-style-type: none"> <li>The parking bays are as requested. = 5</li> <li>The parking is within the property. = 5</li> </ul>	10		
2.	<b>Location, amenities, and property information</b> <ul style="list-style-type: none"> <li>The building is 1-3 kilometres from the nearest public transport (Taxi ranks and Bus stops). = 10</li> <li>The building is located within 5 kilometres to retail shops and other public amenities. = 5</li> <li>The building registered under the landlord as owner. = 5</li> </ul>	20		
3.	<b>Heating, ventilation, and air conditioning:</b> <ul style="list-style-type: none"> <li>The building has provision for air conditioning facility.</li> </ul>	10		
4.	<b>Back-up power supply:</b> <ul style="list-style-type: none"> <li>Renewable energy (green energy) = 15</li> <li>Generator = 5</li> </ul>	20		
5.	<b>Water supply:</b> <ul style="list-style-type: none"> <li>Building has a back-up water supply (From a minimum</li> </ul>	10		

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	of 1000 litres).			
6.	<b>IT infrastructure:</b> The building has: <ul style="list-style-type: none"> <li>Fibre network infrastructure.</li> </ul>	20		
7.	<b>Security management and systems:</b> <ul style="list-style-type: none"> <li>Building has fully functioning security systems internally and externally such as perimeter fencing, access control system, CCTV cameras, armed response). = 7</li> <li>Stand-alone property has intercom system. = 3</li> </ul>	10		
	<b>Total</b>	<b>100</b>		

### 7.3 STAGE 3 [Folder B (USB)]

#### PRICING SCHEDULE DOCUMENTS

- Costing Model (**Price must be final, include VAT and signed**)
- Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- Invitation to Bid - **SBD1**
- Declaration of Interest – **SBD 4 (New)**
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

**80/20** preference point system shall be applicable as follows:

- |                                |           |
|--------------------------------|-----------|
| ✓ Price                        | <b>80</b> |
| ✓ Allocation of specific goals | <b>20</b> |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

### 8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

- ETDP SETA does not bind itself to appoint a bidder with the highest points.
- ETDP SETA reserves the right to negotiate the bidder's price.
- ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.

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4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents, as stated in the bid documents, are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **90 days**.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, Sworn Affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Companies that are in the process of de-registration in the CIPC will not be considered.
13. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

## 9. BID DOCUMENTS/PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Procurement > Tenders as from **12h00 on 6 November 2023**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A-Technical Proposal” and “Folder B- Financial Proposal”**.

**Folder B - (Financial Proposal)** Costing Model (*Price must be final, include VAT and signed*), Submit a *“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – *this will be used to verify points to be allocated for specific goals*.

*The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.*

All Bids/Proposals **(completed in [one (1) USB])** must be **courier or hand delivered to:**

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The ETDP SETA – Head Office  
ETDP SETA House  
2-6 New Street  
Ghandi Square  
Johannesburg South - CBD  
2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 29 November 2023**.

#### 10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 29 November 2023**.

***No late submission will be accepted!***

#### 11. CONTACT PERSON

**NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:**

**Supply Chain Manager: Email: [Tenderers@etdpseta.org.za](mailto:Tenderers@etdpseta.org.za)**

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.**